

City of Albuquerque's Compliance Plan

Specific compliance issues to be addressed	Specific actions to address compliance issues	Responsible (1 person)	Deadline	Proof of Compliance/ Data Sources	Completed? (1 =Yes 0 =No)
Review, Remediate and Decrease the Backlog of Field Use of Force Investigations	Internal Affairs (IA-Force, Training Academy, and other identified APD personnel will:	Commander Robert Middleton (IA-Force)	5/7/2018	Remediation Plan	0
	Define the scope of backlogged Use of Force (UoF) investigations and develop a remediation plan to decrease this backlog		5/7/2018	Remediation Plan	0
	Compile a list of backlogged UoF investigations to be addressed in the remediation plan		5/7/2018	Remediation Plan	0
	Prioritize backlogged UoF investigations to be reviewed using the remediation plan		5/7/2018	Remediation Plan	0
	Identify and correspond video with each UoF and the investigation while also identifying cases without video		5/7/2018	Memo	0
	Develop a training plan, in collaboration with the APD Training Academy, to train personnel how to conduct reviews of backlogged UoF investigations		5/11/2018	Training Plan	0
	Identify personnel with investigative backgrounds for assignment to the backlog review team		5/14/2018	Training Documents	0
	Deliver training to personnel and the supervisor(s) assigned to the backlog review team		5/14/2018	Memo	0
	Conduct weekly review meetings with the backlog review team, IA-Force Division Commander, IA-Force Division Lieutenant, the Compliance Bureau Deputy Chief of Police and the Compliance Division Lieutenant to perform case reviews and report on progress		5/11/2018	Training Plan	0
	Develop a training plan, in collaboration with the APD Training Academy, to train members of the backlog review team in their role and responsibility in the review of UoF related videos		5/14/2018	Training Documents	0
	Deliver video review function training to backlog review team members and supervisor(s)		5/14/2018	Training Minutes	0
Review, Remediate and Decrease the Backlog of Serious Use of Force Investigations	Internal Affairs (IA-Force, Training Academy, and other identified APD personnel will:	Commander Robert Middleton (IA-Force)	5/7/2018	Remediation Plan	0
	Define the scope of backlogged Use of Force (UoF) investigations and develop a remediation plan to decrease this backlog		5/7/2018	Remediation Plan	0
	Compile a list of backlogged UoF investigations to be addressed in the remediation plan		5/7/2018	Remediation Plan	0
	Prioritize backlogged UoF investigations to be reviewed using the remediation plan		5/7/2018	Remediation Plan	0
	Identify corresponding video with each UoF and its investigation, to include identifying cases without video		5/7/2018	Memo	0
	Develop a training plan, in collaboration with the APD Training Academy, to conduct reviews of backlogged serious UoF investigations		5/11/2018	Training Plan	0
	Identify personnel with investigative backgrounds for assignment to the backlog review team		5/14/2018	Training Documents	0
	Deliver training to personnel and the supervisor(s) assigned to the backlog review team		5/14/2018	Memo	0
	Conduct weekly review meetings with the backlog review team, IA-Force Division Commander, IA-Force Division Lieutenant, the Compliance Bureau Deputy Chief of Police and the Compliance Division Lieutenant to perform case review and report on progress		On going	Meeting Minutes	0

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ARD Implementation Unit	Description	Due Date	Attachment
Create a Compliance Division (Implementation Unit) within the ARD (Compliance Bureau will be supervised by the ARD implementation unit)	<p>Identify unnecessary positions working in the recently dissolved Inspections Division and draft a problem solving document (CSW) for repurposing those positions as part of the Compliance Division</p> <p>Obtain current employee roles and responsibilities from remaining personnel within the recently dissolved Inspections Division (now Compliance Division).</p> <p>Develop a tentative organization chart for the new Compliance Division under the Compliance Bureau</p> <p>Draft job descriptions for the newly identified Implementation Unit Manager and Performance Metrics Unit Manager positions</p> <p>Submit job descriptions for the above management positions to the City for approval (already approved by CAO Nair)</p> <p>Draft job descriptions for the newly identified Force Review Unit that will be responsible for conducting an additional supervisory review of all completed level 1 and a sample of level 2 and level 3 UoF investigations</p> <p>Complete a Job Task Analysis and Needs Assessment to identify sufficient staffing for the Implementation Unit, the Performance Metrics Unit and the Force Review Unit to provide quality compliance assistance to the ARD</p> <p>Draft a staffing request memo to the Chief of Police for sworn personnel based on the findings of the completed Job Task Analysis and Needs Assessment</p> <p>Based on the results of the approved budget (effective July 1, 2018), draft a staffing request memo to the Chief of Police for civilian personnel based on the findings of the completed Job Task Analysis and Needs Assessment</p> <p>Develop and submit a Compliance Division organizational chart to the CAO and Chief of Police for review and approval</p> <p>Submit the final organizational chart to IMT and Parties for review and approval</p>	Lieutenant Cori Lowe (Compliance Division)	<p>1/2/2018 CSW document to DCOP Garcia</p> <p>1/3/2018 Copies of city job descriptions and individual comment</p> <p>2/23/2018 Organizational chart</p> <p>2/14/2017 Job descriptions template</p> <p>3/2/2018 Job description form mandated by the City</p> <p>5/5/2018 Job descriptions draft</p> <p>5/20/2018 Completed JTA and NA</p> <p>6/10/2018 Staffing memo request</p> <p>7/2/2018 Staffing memo request</p> <p>7/20/2018 Approval/feedback response</p>
Amend and Publish SOP 3-52 (Policy Development Process)	<p>Prepare a draft of SOP 3-52 (Policy Development Process) to enable the review, discussion and revision of Department standard operating procedures moving forward</p> <p>Conduct an external stakeholder meeting to explain the revisions to SOP 3-52 while also seeking feedback from attendees</p> <p>Take the feedback from the external stakeholder meeting and make revisions to SOP 3-52</p> <p>Present the amended SOP 3-52 to the IMT and Parties for feedback and commentary</p> <p>Revise the draft of SOP 3-52 based upon feedback from IMT and Parties and obtain approval from the IMT</p> <p>Publish SOP 3-52 internally and on the City website</p>	Jeremy Schneid (City Attorney)	<p>2/26/2018 Draft SOP</p> <p>3/12/2018 E-mail correspondence and Notes from Meeting</p> <p>3/22/2018 Amended SOP 3-52</p> <p>3/27/2018 Draft SOP 3-52</p> <p>4/9/2018 Revised draft of SOP e-mail correspondence</p> <p>4/14/2018 PowerDMIS, city website</p>
	Adam Paul Garcia (SOP Liaison)		

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Task	Description	Responsible	Completion Date	Comments	Excluded from CCR
Develop and Implement Compliance Division Policy	Compliance Division personnel will:	Lieutenant Cori Lowe (Compliance Division)	3/12/2018	Copies of correspondence and/or online data	-
	Identify best practices for Compliance Division related SOPs from other law enforcement agencies (i.e. Cleveland PD, Seattle PD and New Orleans PD)		4/3/2018	Process flows for each identified section	0
	Develop processes and process flows for each identified section within the Compliance Division				
	Draft a new SOP for the Compliance Division to address goals and objectives, personnel roles and responsibilities, training, UoF review and paragraph division compliance, data analysis procedures, auditing processes, project management, etc. (Dependent upon budget and staffing approval)		7/13/2018	SOP Draft	0
	Submit involved SOPs to OPA and follow SOP 3-52 (Policy Development) process for policy approval		7/13/2018	SOP Draft and correspondence	0
Create a Section within the Compliance Division devoted to UoF case oversight	Compliance Division personnel will:				
Develop a process to measure progress of the Compliance Plan	Develop a UoF performance review unit to oversee and review investigations to identify "policy outliers" in UoF cases not previously addressed in all level 1 and level 3 UoF reviews and investigations and samples of level 2 UoF cases	Lieutenant Cori Lowe (Compliance Division)	4/20/2018	Organization chart, job description(s), training plan	0
	Develop a process for conducting random and directed reviews of all level 1 and samples of levels 2 and 3 UoF cases		5/11/2018	Process work flow and schedule	0
	Develop a process to conduct a detailed UoF investigation failure analysis to determine the cause of the failure with the goal of determining corrective		6/8/2018	Failure analysis process work flow	0
	Develop a process to provide recommendations for policy, training, supervision, tactics, equipment (similar to the FRB function), disciplinary and/or remediation responses for identified failures		6/20/2018	Process work flow and recommendation sheet	0
Develop a process to measure progress of the Compliance Plan	Compliance Division personnel will:	Lieutenant Cori Lowe (Compliance Division)	3/13/2018	Minutes and sign in	1
	Schedule a technical assistance meeting with Dr. Ginger and Project Leads to develop open lines of communication between APD and the JMT		4/10/2018	Email correspondence	0
	Provide a copy of the court filed compliance plan to the Project Leads via email		4/10/2018	Correspondence, notes and online findings (New Orleans PD)	0
	Identify best practices for performance measurements from other law enforcement agencies to measure progress of tasks/activities		4/20/2018	Correspondence, measurement plan	0
	Develop a performance measurement plan to easily see compliance progress, to include progress failures		4/20/2018	Correspondence, chosen platform documentation, process work flow	0
	Identify a process and a platform to illustratively communicate progress in the reform effort to be presented to the community. Parties and Monitor		4/20/2018	Process work flow and measurement feedback	0
	Submit progress measurement process to IMT and parties for review/approval		5/25/2018	Approved measurement plan	0
Address staffing deficiencies within the Training Academy	The APD Training Academy personnel will:	Commander John Sullivan (Training Academy)	1/12/2018	JTA template	1
	Develop Job Task Analysis (JTA) template to identify Academy personnel staffing deficiencies		1/26/2018	JTA forms completed by all staff	1
	Conduct JTA for all current Training Academy staff positions		1/26/2018	Emails from departments contacted	1
	Research national best practices to identify staffing of other law enforcement agencies training sections		1/26/2018	Compilation of the JTA forms and JTA verification memo	1
	Compile the completed JTA submissions for review and verification by the Training Academy Lieutenant				

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Draft a COB document with the verified results of the JTAs to the Training Academy chain of command					2/18/2018
Present JTA findings memo including a staffing request and a proposed organization chart for approval					2/23/2018
The Training Academy received written disapproval for additional personnel					3/8/2018
Develop a process to determine transfer of knowledge					Via email correspondence
Develop a process to determine transfer of knowledge (post-training testing methods)					1
Submit the CSW through the Compliance Division to the Chief of Police					1
Develop a Modified Civilian Police Academy (CPA) for POBCPOACPC members					1
The APD Advanced Training will:					1
Hire Full-time employee that will be responsible for the development of the modified CPA Program					1
Develop a modified CPA program for POBCPOACPC members					1
Deliver a modified CPA for POBCPOACPC members over a two weekend period					1
Develop an Instructor Code of Conduct form and include in lesson plans					1
Develop a survey component that will be utilized to assess efficacy of the CPA, identifying strengths of the training and areas of improvement					1
Evaluate the survey findings for the revision of a Needs Assessment (part of the 7-step training process) for the next modified CPA					0
Develop a Comprehensive Training Plan(s) to provide effective and efficient training					1
APD Training Academy will:					1
Develop Comprehensive Training Plans (TP) using the 7-step training process to have a systematic and detailed plan that provides consistency for all training conducted for APD					1
Submit the TP to IMT for correction					1
Draft a secondary TP addressing the IMR-6 recommendations to improve the training process					0
Resubmit the revised TP to the IMT for revision and approval					0
Improve the Force Review Board (FRB) identified APD personnel will:					0
Identify deficiencies in the current FRB SOP (2-56)					1
Draft standardized form(s) for FRB to use going forward					1
Identify national practices of other law enforcement agencies that have and use an FRB process					1
Revise the FRB SOP 2-56 to address the identified deficiencies					1
Draft a Special Order to continue tactical FRB to keep from creating a large backlog of cases awaiting review					1
Submit the Special Order to the IMT and parties for approval					1
Submit a draft of the SOP and forms to the IMT and parties for approval/feedback					1
Develop an FRB handbook draft to assist current and future FRB members in the FRB process					0

Commander Chris George (Scientific Evidence Unit)	12/1/2017	COB identifying the deficiencies	1
	12/1/2017	Draft Form(s)	1
	1/5/2018	Electronic correspondence and IACPnet	1
	1/30/2018	Draft revision of SOP 2-56	1
	2/3/2018	Draft of Special Order	1
	2/28/2018	Draft Special Order	1
	3/1/2018	IMT approval/corrections correspondence	1
	3/30/2018	Handbook draft	0

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Submit SOP 2-56 to the SOP Liaison to begin the policy development process (see SOP 3-52)	4/1/2018	SOP draft		0	
Develop a training plan, in collaboration with Training Academy personnel, to train FRB members on the FRB process and UoF policies and investigations	4/20/2018	Training Plan that includes UoF and FRB related SOPs (update upon UoF SOP suite approval)		0	
Submit an APD FRB training plan to the IMT and parties for review/approval	4/20/2018	Training Plan that includes UoF and FRB related SOPs (update upon UoF SOP suite approval)		0	
Train new FRB voting members on policies, expectations and procedures for conducting a thorough review	4/30/2018	Sign in roster, Training Plan that includes UoF and FRB related SOPs (update upon UoF SOP suite approval)		0	
Develop a Training Plan for IAD Force personnel	APD Advanced Training Force Investigations (IAD-Force) will:				
Evaluate McClelland Sub-class concerns	Behavioral Health Section/Compliance Division personnel will:				
Provide the concerns of CPO/APOB members to evidence.com access for case investigation	Schedule a meeting with the McClelland Sub-class attorneys pertaining to the concern that, "APD officers continue to jail people who need psychiatric hospitalization in violation of APD's new policy"	Lieutenant Cori Lowe (Compliance Division)	3/19/2018 Scheduling calendar	0	
Provide dedicated administrative support to the Community Policing Council (CPC)	Provide eCTI recruitment and training plan to the McClelland Sub-class attorneys	Commander Robert Middleton (IA-Force)	6/4/2018 APD eCTI recruitment and training plan	0	
Provide the CPC Manager and identified APD personnel will:	Scientific Evidence Unit personnel will:	Commander Chris George (Scientific Evidence Unit)	4/13/2018 Written correspondence	0	
Draft a CPC administrative assistant job description to provide assistance for CPC minutes and agendas, recommendation(s) documentation, and to provide technological assistance to update CPC websites.	Chris Sylvan	4/12/2018 Job description		0	
Submit the job description for approval		4/12/2018 Job description, correspondence		0	